

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2002 - JUNE 30, 2003**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
2003 JUL 18 P 4:05

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Registrar of Voters

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	109	Hours	496	X	\$16.54	=	\$8,203.84
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Types of work performed by GENERAL VOLUNTEERS in this category:

Election night tally center activities involve various clerical/computer tasks,
unloading and deprocessing election supplies and ballot processing.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	0	Hours	0	X	\$16.54	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
_____	_____		_____		<u>\$0.00</u>
_____	_____		_____		<u>\$0.00</u>

No. Vol.	0	Total Hours	0	Total Value	\$0.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>109</u>	<u>496</u>	<u>\$8,204</u>
<u>0</u>	<u>0</u>	<u>\$0</u>
<u>0</u>	<u>0</u>	<u>\$0</u>
TOTALS: 109	Total Hours 496	Total Value \$8,204

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: Polls Sites (695) Value: \$34,750.00

Item Donated: Polls Officer Stipend (4) Value: \$240.00

Item Donated: _____ Value: _____

Item Donated: _____ Value: _____

TOTAL VALUE = \$34,990.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 15 X Rate \$16.72 **\$250.80**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 79 X Rate \$15.25 **\$1,204.75**

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : Thank you gift - Lunch Tote Cost: \$450.09

Item : Refreshments Cost: \$427.33

Item : _____ Cost: _____

TOTAL OF OTHER PROGRAM COSTS =

\$877.42

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$2,332.97

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a Total Dollar Benefits of Volunteers, Item 2d **\$8,203.84**

b. Total of Donations to Volunteer Program, Item 3 **\$34,990.00**

c. Subtract Total of program Costs, Item 4d **\$2,332.97**

TOTAL PROGRAM BENEFIT:

\$40,860.87

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6. RECRUITING:

Please describe your recruiting programs:

Postcards are mailed to past volunteers six weeks prior to a major election.

Responses are returned three weeks before. Concurrently, advertisements are placed on CTN, Internet and flyers to department heads regarding volunteer needs.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

High school seniors are recruited as part of the election night volunteer staff. Usually, these students are from Government/Civics Classes and receive extra credit for this community involvement experience.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2003-04:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

For the 2004 Presidential Primary Election, approximately 100 election night tally-center volunteers will be recruited to assist. The ROV recognizes its volunteers providing each one with a "Thank you" gift. The department also participates in the "Volunteer of the Year" and "Volunteer of the Month" Awards ceremonies.

9. GENERAL INFORMATION:

Name of person completing report: **Ronda Levin**

Phone: **858/694-3427** Mail Stop: **034** E-Mail: Ronda.Levin@sdcounty.ca.gov

Volunteer Coordinator: **Ronda Levin**

Phone: **858/694-3427** Mail Stop: **034** E-Mail: Ronda.Levin@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:

Saeed M. Khan
DEPARTMENT HEAD SIGNATURE

7/17/03
DATE